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PRC Action No. DD/S-237-57

SUBJECT: Agency Records Center
[REDACTED]

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1. PURPOSE

To support all Agency elements with low-cost, secure facilities to receive, store, service and/or destroy inactive classified documents and records.

2. BACKGROUND

a. The Agency Records Center activity is designed to maintain inactive classified Agency records and documents in secure, low-cost, orderly, hard-copy storage, available upon demand, and to further provide for systematic destruction of these documents when they are no longer required.

b. PRC Action No. DD/A-145-54, approved 24 March 1954, authorized the construction of the first increment (40,000 cubic feet) of a new, two-story warehouse facility, which was completed in April, 1955, at a total cost of \$245,675.

c. It was anticipated that the second increment would be required within five (5) years, when the program reached the complete turnover stage.

d. The major portion of the initial deposit of documents at the Center has occurred more rapidly than was anticipated, disproportionate to the possible schedule and rate of destruction of these documents. This has advanced the schedules and space requirements so that additional space is needed now.

e. It is the position of the Deputy Director (Support) that:

- (1) Low-cost, hard-copy storage of the proposed type is the least expensive currently available solution of the problem.

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